

**CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
APRIL 6, 2015**

ATTENDANCE: James Clark, Chairman; Mayor Harry Rilling, Erik Anderson, Gregory Burnett, Ann Yang Dwyer, James Feigenbaum

STAFF: Robert Barron, Director Management & Budgets;
Thomas Hamilton, Finance Director; Donna King, City Clerk;

OTHER: Deputy Police Chief Susan Zecca; DPW: Hal Alvord, Director;
Lisa Burns, WPCA; Katherine Hebert, Parking Authority.

Call to Order

Chairman Clark called the meeting to order at 7:30 p.m. and asked City Clerk King to call the roll. Members were in attendance as indicated above, and there was a quorum present.

Approval of Minutes

March 2, 2015

**** MAYOR RILLING MOVED TO AAPPROVE THE MINUTES FROM THE MEETING OF MARCH 2, 2015 AS AMENDED WITH CORRECTIONS AS ABOVE NOTED.**

**** MOTION PASSED UNANIMOUSLY.**

March 18, 2015-Special Meeting

**** MR. ANDERSON MOVED TO AAPPROVE THE MINUTES FROM THE SPECIAL MEETING OF MARCH 18, 2015 AS SUBMITTED**

**** MOTION PASSED WITH ONE ABSTENTION (YANG DYWER).**

March 18, 2015 Public Hearing

Page 1, paragraph 3, first sentence: change 'no' to 'not.' Page 2, paragraph 2, in the first sentence, replace: 'as to why the odor is still a problem' with 'until the odor issue is addressed.'

**** MR. ANDERSON MOVED TO AAPPROVE THE MINUTES FROM THE PUBLIC HEARING OF MARCH 18, 2015 AS AMENDED WITH CORRECTIONS AS ABOVE NOTED.**

**** MOTION PASSED UNANIMOUSLY.**

Report on Special Appropriations

Mr. Clark asked City Clerk King to read the special appropriations, as follows:

FISCAL YEAR 2014-15:

1. RESOLVED, that a sum not to exceed \$9,501 be and the same is hereby transferred from Increased Revenues to the Recreation and Parks Department to cover field repairs related to damages done from the last Oyster Festival. (Account No. 01-6031-5321).

Mr. Barron reviewed supporting documentation and explained the transfer.

**** MAYOR RILLING MOVED TO APPROVE THE ABOVE RESOLUTION.
** MOTION PASSED UNANIMOUSLY.**

2. RESOLVED, that a sum not to exceed \$789,117 be and the same is hereby transferred to the Police Department to cover contract wage settlements, of which \$308,645 is from Assigned Fund Balance and \$480,472 is from Contingency. (Account No. Various)

Mr. Barron reviewed supporting documentation and fielded questions on the transfer.

Mr. Hamilton explained that the item is related to contractual stipulations, and that the transfer is distinguished from the assigned fund balance and this year's contingency. He added that there are parts of the settlement of the contract with the Police Department that don't come under the purview of the BET beyond funding provisions.

**** MR. ANDERSON MOVED TO APPROVE THE ABOVE RESOLUTION.
** MOTION PASSED UNANIMOUSLY.**

3. RESOLVED, that a sum not to exceed \$550,233 from Contingency to the Police Department to cover DROP severance payments and anticipated overtime wage settlement. (Account No Various).

Mr. Barron reviewed supporting documentation. Mr. Clark asked if the overtime is justified with new contracts in place.

Mr. Hamilton noted that there are less generous retirement benefits for new hires. There was discussion on the incremental costs of incremental overtime versus new hires. Deputy Chief Zecca explained that there are vacancies due to illness and worker's compensation injuries.

Mr. Anderson asked if this was an usually large number of extended vacancies that represent a high percentage of officers classified on as non-active duty personnel.

Deputy Chief Zecca explained that there were several positions on extended leave that have been returned and come now on light duty in transition back to full active duty. She added that it is difficult to juggle vacancies and find a balance with adequate coverage. She noted that some positions have been filled with academy recruits that are now in training, and this further adds to the challenge of efficiently filling positions.

**** MR. ANDERSON MOVED TO APPROVE THE ABOVE RESOLUTION.
** MOTION PASSED UNANIMOUSLY.**

4. RESOLVED, that a sum not to exceed \$99,408 be and the same is hereby transferred from Contingency to the Public Works Department to cover various anticipated year-end wage deficits. (Account No. Various)

Mr. Barron reviewed supporting documentation and fielded questions on the key factors for the transfer request, retirement severance and the harsh winter.

Mayor Rilling passed along compliments he has received on the pot hole repair jobs being handled expeditiously by the DPW crews.

**** MR. ANDERSON MOVED TO APPROVE THE ABOVE RESOLUTION.
** MOTION PASSED UNANIMOUSLY.**

1. Transfer Agenda

HUMAN RELATIONS/FAIR RENT:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1000-5298	Other Contractual Services	01-1000-5130	Temporary Wages	\$3,500

This transfer is to cover the cost of interns to year end. While the individual transfer amount is under the maximum, \$2,000 has already been moved into 5130, and \$3,500 has already been transferred out of 5298 so this transfer puts both accounts over the individual transfer limit.

**** MR.ANDERSON MOVED TO APPROVE THE ABOVE TRANSFER IN
ACCORDANCE WITH ACCOUNT DETAILS AS OUTLINED.
** MOTION PASSED UNANIMOUSLY.**

POLICE:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-3620-5262	Other Machinery & Eqpt.	01-3042-5327	Firearm Supplies	\$4,000
01-3620-5272	Training & Education	01-3042-5327	Firearm Supplies	3,200
				\$7,200

This transfer is to cover unanticipated price increases on Taser Cartridges and ammunitions and all firearm supplies. The Department came to the BET in February with a similar transfer request intending for it to cover expenses to year end. They have informed us that since then the price of taser supplies has increased and they will need this additional transfer to cover this account to year end.

- ** MR.ANDERSON MOVED TO APPROVE THE ABOVE TRANSFER IN ACCORDANCE WITH ACCOUNT DETAILS AS OUTLINED.**
- ** MOTION PASSED UNANIMOUSLY.**

FIRE:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-3140-5110	Regular Wages	01-3152-5130	Temporary Wages	\$5,000
01-3152-5110	Regular Wages	01-3152-5130	Temporary Wages	6,055
01-3152-5140	Part-Time Wages	01-3152-5130	Temporary Wages	2,700
				\$13,755

This transfer is to cover the hiring of a temporary employee to fill in when the Department's part-time mechanic was injured.

- ** MR.ANDERSON MOVED TO APPROVE THE TRANSFERS IN ACCORDANCE WITH ACCOUNT DETAILS AS OUTLINED.**
- ** MOTION PASSED UNANIMOUSLY.**

PUBLIC WORKS:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-4029-5298	Other Contractual Svcs.	01-4025-5120	Overtime Wages	\$25,000
01-4030-5130	Temporary Wages	01-4025-5120	Overtime Wages	10,000
01-4042-5299	Disposal Services	01-4025-5120	Overtime Wages	64,000
01-4045-5461	Centralized Fuel	01-4025-5120	Overtime Wages	40,000
				\$139,000

This transfer is to cover a portion of the overall year-end projected wage deficit in DPW. The remaining amount will come from a special appropriation.

- ** MR.ANDERSON MOVED TO APPROVE THE TRANSFERS IN ACCORDANCE WITH ACCOUNT DETAILS AS OUTLINED.**
- ** MOTION PASSED UNANIMOUSLY.**

Other Business

Mr. Barron requested a reorder of the agenda in consideration of those in attendance.

1. Water Pollution Control Authority FY 2015-16 Operating Budget

Mr. Hamilton reviewed that under municipal code the Water Pollution Control Authority_ (WPCA) Board is a separate budget categorized as an Enterprise Fund. Ms. Lisa Burns presented the WPCA FY2015-16 Operating and narrative. She noted the overall operating budget has increased by 2.25% over the previous fiscal year and includes a \$15 rate increase for a single family residence. She explained nitrogen credits and comparisons with surrounding towns. Ms. Burns explained cross-funding of salary allocation and charges and noted how the accounting is done to reflect the exchange of services for staff and billing charges.

**** MR. ANDERSON MOVED TO APPROVE THE WATER POLLUTION
CONTROL AUTHORITY FY 2015-16 OPERATING BUDGET
** MOTION PASSED UNANIMOUSLY.**

2. Parking Authority FY 2015-2016 Operating Budget

Mr. Hamilton reviewed that under municipal code the Parking Authority is another separate budget categorized as an Enterprise Fund.

Ms. Katherine Hebert presented the FY 2015-2016 Operating Budget of \$5,800,123 and summarized the narrative report. She noted that in attendance were Board members Julius Hayward, Chairman, and Richard Brescia.

Ms. Hebert outlined that the budget represents an increase of .98% in expenses compared to forecast and 5.76% (\$316,032) compared to the approved budget for fiscal year 2015.

Ms. Hebert reviewed the expense and revenue highlights and fielded questions and comments on technology changes and parking activity changes. She explained the SmartParking as another tool of convenience for parkers along with the parking locator application that is now available.

Ms. Hebert noted that in attendance were members of the Authority, Mr. Brescia and

**** MAYOR RILLING MOVED TO APPROVE THE PARKING
AUTHORITY FY 2015-2016 OPERATING BUDGET
** MOTION PASSED UNANIMOUSLY.**

3. Adoption of Tentative FY 2015-16 Operating Budget

Mr. Barron distributed the budget chart and tentative open items list and summarized the following changes in expenditures and intergovernmental revenue in the calculated cap:

Salary & Wages	\$(32,162)
Security	(3,276)
DPW Permit Engineer	60,942
Grant Agencies	75,147
Insurance	88,296

Mr. Hamilton explained the recommendation for an increase to the insurance fund based on revised projections and changes in the past three month trends. He fielded questions and comments and there was discussion on funding the full amount of the increase.

Mr. Barron explained that while it is a fair assessment to hedge on the amount since it is a small percentage of the \$12 million amount, they do agree with following the full recommendation.

Mr. Hamilton stated that his recommendation is to go with consultant's number, however the Board of Estimate is not required to go with the consultant's number. He explained that they could take a small risk, accept the recommendation, or you can tweak it slightly.

Mr. Barron outlined that the above items net out to approximately \$70,000 over the cap for spending set by the Council.

Mr. Barron then outlined read excerpts of an e-mail from Margaret Suib on the funding request for the Fair Housing officer. He noted that it outlined areas of funding that the Redevelopment Agency could not meet commitments along the HUD funding that was unable to be fulfilled.

Mr. Clark read the objective and indicated that it was vague and not an actionable arrangement to change behaviors as this was too premature. There was discussion on the testing program in conjunction with the CY Fair Housing Center may qualify for grant funding.

There was discussion on the leftover balance from prior years and whether the fund was restricted for supplies. Mr. Barron clarified that it was a fund for administration that could be used as discretionary support.

Mr. Anderson noted that the statement that duties are not administrative does not follow with the job description as outlined. It was suggested to have a joint presentation for greater understanding and the establish clarity of the enforcement component.

The South Norwalk Community Center (SoNoCC) Executive Director Kelly Robertson presented a grant agency funding application. Mr. Barron noted that it was a total request of \$27,500 that included AmeriCares expense offset and continuing program funding.

Ms. Robertson explained the SoNoCC was looking for \$26,000 for enrichment programs for the children in the After the Bell program, including classes in art, chess, cooking and dance. She outlined the additional after enrichment programs for youth programming to supplement the Board of Education funding.

There was discussion on how the programs are funded by the Board and if there are charges to the program participants. Ms. Robertson noted that she would like to add the camps and sport clinics as program offerings to increase the student participation. She presented the case management track by segment and explained the number of cases per month.

There was discussion on the AmeriCares expenses of their operations in the building and as they are non-profit, are unable or not willing to pay for office operations.

Mr. Camacho asked about the integration of NEON overhead and funding expenses left behind of unpaid utilities. Ms. Robertson explained that much occurred prior to her tenure as Director regarding funding and budgeting. Ms. Robertson explained that they are changing to a six week program, and she is still waiting for them to actually give me that budget versus the contract that we did sign for these numbers to be accurate.

Mr. Clark stated that this was beyond the scope of the BET Operating Budget and to examine grant funding agency policies. Mr. Clark noted that there wasn't the kind of clarity that we usually get in our grant applications.

Ms. Yang Dwyer suggested that Ms. Robertson think of other ways to raise money, to get creative to find funding, that the center's entire budget cannot come out of taxpayer dollars.

Mr. Clark pointed out that the After the Bell program is being paid for by the Board of Ed, which is also taxpayer money. He asked her how much of SoNoCC's budget comes from Norwalk tax dollars.

Mr. Anderson suggested to Ms. Robertson that with this as this her first year as Executive Director to get some creative initiatives going because unfortunately the money is not there.

There was discussion including CDBG grant applications from the Neighborhood Coordinator SONO Star funding and the Mayor's Summer Youth Program.

Mayor Rilling said it was important to fund the \$20,000 which would fund job training, in addition to the \$70,000 that is already in the budget.

Ms. Yang Dwyer suggested a reduction in the training amount, and Mayor Rilling noted that he did not want to dilute the fund further. He explained there is a lot of community support either in dollars or in in-kind services. He noted it's important for the city to show that we are participating to a degree because we are asking for lots of money from the private sector.

There was a discussion on the funding for the DPW permit engineer. Mr. Alvord explained the process of promoting a junior engineer into that position to handle the increasing number of permit applications. He noted conversations with Eversource and its desire to accelerate the permit process, where they could do twice the work done if we were able to get permits put in a more timely fashion.

Mr. Clark stated that it appears that the DPW Permit Engineer will pay for itself.

There was further discussion on proceeding being this close to the budget, as opposed to going back to the Council and asking them to amend the cap.

Mr. Clark said \$88,000 out of \$12 million was a very small risk, but asked if the BET was comfortable with \$51,000. It was agreed through consensus of the Board to proceed.

Mr. Anderson clarified that this would cover DPW permit engineer the Mayor's Summer Youth Program and the SoNo Stars and not the SoNoCC and Fair Housing Officer.

**** MR. ANDERSON MOVED TO PROPOSE A TENTATIVE BUDGET OF \$327,030,611 INCLUDING INTERGOVERNMENTAL REVENUE OF \$17,316,500 RESULTING IN A CAP OF \$309, 714,111.**

**** MOTION PASSED UNANIMOUSLY.**

Appointment of Auditors to audit Fiscal Year 2014-15

Mr. Hamilton reviewed the supporting documentation on compliance for the appointment of auditors. He explained that the City review committee reviewed all proposals and recommended renewing the audit contract with McGladrey LLP for an additional five years. He noted that Finance Department is in agreement with this recommendation and McGladrey is very familiar with governmental auditing standards and municipal government in the State of Connecticut.

- ** MR. BURNETT MOVED TO APPROVE THE RENEWAL OF THE AUDITOR CONTRACT WITH MCGLADREY, LLP FROM JULY 1, 2014 TO JUNE 30, 2019.**
- ** MOTION PASSED UNANIMOUSLY.**

Additional Information – The following reports were submitted for information:

Summary of Special Appropriation - FY 2014-15.

Status of Contingency— FY 2014-15

Financial Reports:

- Oak Hills Financial Status – P&L Reports — February 2015
- Year-to-date City Operating Budget Report— FY 2014-15
- Tax Collector’s Report and Narrative — February 2015

Key Revenue Report — YTD February 2015

Salary accounts: Fire Overtime • Police • DPW

Adjournment

- ** MR. FEIGENBAUM MOVED TO ADJOURN.**
- ** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 10:40 p.m.

Respectfully submitted,

M. Knox; Telesco Secretarial Services